

Memorandum for Course Coordinator

- A. The list of documents below is required for your application and subsequent course / site files. In order to achieve EMT or Trauma AIMS site certification at your facility or unit, you must forward a copy of the following documents:
1. A written request from the Commander (BN Level, LTC/O-5) for the establishment of an EMT-B, EMT-B Bridge, EMT-B Refresher, and/or Trauma AIMS course. This request should also include the location at which all training is to be conducted. If multiple locations are requested, that request will be evaluated for the possibility of needing to certify multiple 91W Transition Training Site Codes for the same organization.
 2. ____ Appointment letters from Battalion level (LTC/O-5) commander for the following:
____ Proposed Medical Director with submission of Curriculum Vitae/Resume (*must be a licensed Physician*)
____ Proposed Course Coordinator with submission of Curriculum Vitae/Resume.
____ Proposed Primary Instructor with submission of Curriculum Vitae/Resume.
Appointment orders must specifically state what position and which Program of Instruction the individual is appointed. Please see the Course Management Plans for all courses in Appendix B.
Example: SSG John Smith may be appointed as Course Coordinator for EMT-B, but SSG Jane Doe may be appointed as Course Coordinator for Trauma AIMS.
 3. ____ Instructor roster identifying credentials. (Verifiable credentials must be maintained by course coordinator with the exception of TC3.)
 4. ____ Lesson plans broken down into hours of instruction (i.e. a course syllabus indicating hours/days/module of instruction)
 5. ____ Verification of medical material, equipment and resources.
____ Title, edition, publication date of current text(s) being used locally. (include student workbooks, instructor resource manuals, test banks/generator, and visual aids as applicable) A photocopy of the front cover of each of these is acceptable.
____ Equipment list used to run proposed training program
____ A photocopy of the title page from US DOT 1994 EMT-B National Standard Curriculum ***EMT-B, EMT-B Bridge ONLY***
____ A photocopy of the title page from US DOT 1994 EMT-B Refresher National Standard Curriculum ***EMT-B Refresher ONLY***
____ A photocopy of the title page of the NREMT EMT-B Practical Examination Users Guide ***All EMT-B Training Programs***
 6. ____ A signed memorandum of agreement authorizing the rotation of students through a EMS System/Emergency Department/Clinic/Hospital. Please follow US DOT 1994 EMT-B Curriculum, Sect II1. ***EMT-B ONLY***

7. ____ A signed memorandum of agreement with the Post Education Center designating a DANTES test proctor responsible for the administration and safeguarding of the NREMT Exams. Give the assigned proctor's name, position/title, and phone number. Also provide methodology for securing the exams.
8. ____ Provide your unit's complete phone numbers DSN/COMM, fax number, and all applicable e-mail addresses if available.

Upon completion of the checklist please forward completed package to:

U.S. Army EMT Program Manager
Department of Combat Medic Training
ATTN: MCCA-AC
3151 W.W. White Road
Bldg 1375, Rm 118-E
Fort Sam Houston, Texas 78234-6125

NREMT NOTIFICATION OF TRAINING SITE APPROVAL

DATE

William E. Brown, Jr., Executive Director,
National Registry of Emergency Medical Technicians
6610 Busch Blvd.
Columbus, OH 43229

Dear Mr. Brown:

The **Unit Name, City, State** is approved to conduct the following EMT Basic related courses: EMT-Basic 110hr Full Course, 80hr Bridge Course, and EMT B Refresher Course. Their EMT-Basic Site Number is “**AM-000**”, their EMT-Basic Bridge Site Number is “**AM-000**”. COL John Doe, MD, is the Course Medical Director, and MSG John Boy, NREMT-B, is the Course Coordinator. This action is based on a review of the program application and the required documentation. All aspects of the approval criteria to establish a training site have been met.

This approval includes the future requirement to provide the U.S. Army Medical Department Center and School (AMEDDC&S) with annual updates, information regarding any changes in Course Medical Director, Course Coordinator or curriculum. It requires immediate notification of the inability to continue to meet the guidelines mandated by the Department of Transportation or this office.

Please forward copies of the NREMT-Basic Exam test results to the AMEDDC&S EMT Program Administrator.

The AMEDDC&S remains committed to excellence and meeting the needs of our EMT Training sites. You can receive information regarding this site or any of the U.S. Army EMT Training sites by contacting the undersigned at (210) 221-5214 or E-Mail at brett.humphus@amedd.army.mil.

Sincerely,

PATRICIA R. HASTINGS, COL, MC
US Army EMT Program Medical Director
US Army Academy of Health Sciences

BRETT D. HUMPHUS, NREMT-P
US Army EMT Program Manager
US Army Academy of Health Sciences

Enclosure
CF: Course Coordinator

COMMAND SITE APPROVAL MEMORANDUM

DATE

MEMORANDUM FOR Commander, Unit Name, City, State

SUBJECT: Training Site Approval for National Registry of Emergency Technicians Basic Course and Refresher Course

Thank you for your recent submission of a request for approval as an EMT-Basic and EMT-Basic Refresher Training Program Site. The U.S. Army Medical Department Center and School (AMEDDC&S) conducted a review of your application and the associated material, and found that your proposed program is in compliance with all the pertinent standards.

Based on this review **Unit Name, City, State** is approved to conduct the EMT-Basic and EMT-Basic Refresher training programs through the U.S. Army Medical Department Center and School.

A copy of our letter notifying the National Registry of your approval is enclosed for your records (enclosure 1). The EMT-Basic and Refresher program site code is "**AM-000**". Please refer to this site code on any future correspondence regarding EMT-B or EMT-B Refresher Training.

You are required to conduct an internal quarterly program audit (enclosure) and submit an annual report to the AMEDDC&S due no later than September 30 of each year (enclosure). You are required to provide to the AMEDDC&S with information regarding any changes in Course Director, Course Coordinator or curriculum. Notify the AMEDDC&S immediately if you are unable to continue to meet the guidelines mandated by the Department of Transportation or this office. Your prompt response will help us support the training objectives of your command and the administrative management of your program. Failure to comply with NREMT-B standards of instruction, record management, or reporting procedures will result in suspension of your program approval and NREMT-B testing authorization.

We appreciate your cooperation and commitment to quality emergency medical training. Please feel free to contact our office if you have any questions, comments, or concerns. I can be reached at (COM) 210-221-5214 or DSN 471-5214. Please visit our web site periodically for updated information at www.cs.amedd.army.mil/91W/.

PATRICIA HASTINGS, COL, MC
US Army EMT Program Medical Director
US Army Academy of Health Sciences

BRETT D. HUMPHUS, NREMT-P
US Army EMT Program Manager
US Army Academy of Health Sciences

ENCLOSURES

TRAINING SITE REQUEST MEMORANDUM

OFFICIAL UNIT LETTERHEAD

MEMORANDUM FOR: U.S. Army EMT Program Manager, U.S. Army Academy of Health Sciences (MCCS-AW), 3151 WW White Road, Building 1375, Room 118-E, Fort Sam Houston, Texas 78234-6125

SUBJECT: Request for U.S. Army Approved EMT Transition and Sustainment Training

1. UNIT request site certification for conducting the EMT-B, EMT-B Refresher, EMT-B Bridge, and Trauma AIMS for the purpose of 91W transition and sustainment training for **Unit Name**. Attached are all documents required for program certification per the U.S. Army approved EMT Training Program Checklist.

2. Point of Contact for this memorandum is **Program Director / Course Coordinator**. Official title, at **Commercial; DSN** or by email at **email address**.

JOHN D. WAYNE
LTC, QM
Commanding

Encls

1. List of all included documents with request.

APPOINTED PERSONNEL

OFFICIAL UNIT LETTERHEAD

MEMORANDUM FOR: U.S. Army EMT Program Manager, U.S. Army Academy of Health Sciences (MCCS-AW), 3151 WW White Road, Building 1375, Room 118-E, Fort Sam Houston, Texas 78234-6125

SUBJECT: Additional Duty Appointment

1. Effective 1 May 05, CPT John Smith, 1st BDE, 4th ID Mech, Ft Hood, TX 76544, is assigned the following duty:

Emergency Medical Technician (EMT) Medical Director
Trauma AIMS Medical Director

2. Purpose: For training and ensuring proficiency of all 91W personnel. Preparing them for transition into 91W Medical Occupational Specialty with removal of the ASI "Y2".

3. Period: Until officially relieved or released from appointment.

4. Special Instructions: Any **official EMT** related training in the 1st BDE, 4th ID for the **National Registry**, **MUST** be approved locally by the Medical Director, Course Coordinator, and Program Director. Those requests must be then submitted to the US Army EMS Programs office for approval / disapproval. At no time will any training be conducted without an Army issued Course Number from US Army EMS Programs Management office.

FOR THE COMMANDER:

Signature Block
(Must be O-5 or above Commander)

DISTRIBUTION:

1-Soldier

1-US Army EMT Program Manager

1-Education Center / Test Control Officer

OFFICIAL UNIT LETTERHEAD

MEMORANDUM FOR: U.S. Army EMT Program Manager, U.S. Army Academy of Health Sciences (MCCS-AW), 3151 WW White Road, Building 1375, Room 118-E, Fort Sam Houston, Texas 78234-6125

SUBJECT: Additional Duty Appointment

1. Effective 1 May 05, MAJ John Smith, 1st BDE, 4th ID Mech, Ft Hood, TX 76544, is assigned the following duty:

Emergency Medical Technician (EMT) Program Director
Trauma AIMS Program Director

2. Purpose: For training and ensuring proficiency of all 91W personnel. Preparing them for transition into 91W Medical Occupational Specialty with removal of the ASI "Y2".

3. Period: Until officially relieved or released from appointment.

4. Special Instructions: Any **official EMT** related training in the 1st BDE, 4th ID for the **National Registry**, **MUST** be approved locally by the Medical Director, Course Coordinator, and Program Director. Those requests must be then submitted to the US Army EMS Programs office for approval / disapproval. At no time will any training be conducted without an Army issued Course Number from US Army EMS Programs Management office.

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MEMORANDUM FOR: U.S. Army EMT Program Manager, U.S. Army Academy of Health Sciences (MCCS-AW), 3151 WW White Road, Building 1375, Room 118-E, Fort Sam Houston, Texas 78234-6125

SUBJECT: Additional Duty Appointment

1. Effective 1 May 05, SSG John Smith, 1st BDE, 4th ID Mech, Ft Hood, TX 76544, is assigned the following duty:

Emergency Medical Technician (EMT) Course Coordinator
Trauma AIMS Course Coordinator

2. Purpose: For training and ensuring proficiency of all 91W personnel. Preparing them for transition into 91W Medical Occupational Specialty with removal of the ASI "Y2".

3. Period: Until officially relieved or released from appointment.

4. Special Instructions: Any **official EMT** related training in the 1st BDE, 4th ID for the **National Registry**, **MUST** be approved locally by the Medical Director, Course Coordinator, and Program Director. Those requests must be then submitted to the US Army EMS Programs office for approval / disapproval. At no time will any training be conducted without an Army issued Course Number from US Army EMS Programs Management office.

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OFFICIAL UNIT LETTERHEAD

MEMORANDUM FOR: U.S. Army EMT Program Manager, U.S. Army Academy of Health Sciences (MCCS-AW), 3151 WW White Road, Building 1375, Room 118-E, Fort Sam Houston, Texas 78234-6125

SUBJECT: Additional Duty Appointment

1. Effective 1 May 05, CPT John Smith, 1st BDE, 4th ID Mech, Ft Hood, TX 76544, is assigned the following duty:

Emergency Medical Technician (EMT) Primary Instructor
Trauma AIMS Primary Instructor

2. Purpose: For training and ensuring proficiency of all 91W personnel. Preparing them for transition into 91W Medical Occupational Specialty with removal of the ASI "Y2".

3. Period: Until officially relieved or released from appointment.

4. Special Instructions: Any **official EMT** related training in the 1st BDE, 4th ID for the **National Registry**, **MUST** be approved locally by the Medical Director, Course Coordinator, and Program Director. Those requests must be then submitted to the US Army EMS Programs office for approval / disapproval. At no time will any training be conducted without an Army issued Course Number from US Army EMS Programs Management office.

FOR THE COMMANDER:

Signature Block
(Must be O-5 or above Commander)

DISTRIBUTION:

1-Soldier
1-US Army EMT Program Manager
1-Education Center / Test Control Officer

Emergency Medical Technician-Basic: National Standard Curriculum

Emergency Medical Technician: Basic Refresher Curriculum Instructor Course Guide

Assistant Instructor Roster

OFFICIAL UNIT LETTERHEAD

MEMORANDUM FOR: U.S. Army EMT Program Manager, U.S. Army Academy of Health Sciences (MCCS-AW), 3151 WW White Road, Building 1375, Room 118-E, Fort Sam Houston, Texas 78234-6125

SUBJECT: Assistant Instructor Roster

1. Effective 1 May 05, the personnel listed below will be assistant instructors for 1st BDE, 4th ID Mech, Ft Hood, TX 76544:

EMT INSTRUCTOR ROSTER

NAME	CREDENTIALS	Expiration
	RN	Date
	PA	Date
	PA	Date
	PA	Date
	PA	Date
	PA	Date
	LVN	Date
	EMT-B	ANCOC Date
	EMT-B	BNCOC Date
	EMT-B	BNCOC Date
	EMT-B	BNCOC Date
	LVN	BNCOC Date
	EMT-B	BNCOC Date
	EMT-B	BNCOC Date

Signature Block
(Course Coordinator may generate this memo)

DISTRIBUTION:

1-Soldier

U.S. Army EMS Programs Management
22 November 2005

1-US Army EMT Program Manager

U.S. DOT EMT-B National Standard Curricula, Sample Course Outline

Lesson	Title	Required Hrs	Scheduled Hrs	Scheduled Date	
1-1	Introduction to Emergency Care	1.5			
1-2	Well-Being of the EMT-Basic	1.5			
1-3	Medical/Legal-Ethical Issues	1.5			
1-4	The Human Body	2.5			
1-5	Baseline Vital Signs/SAMPLE History	2.0			
1-6	Lifting and Moving Patients	3.0			
1-7	Evaluation	1.0			
2-1	Airway	4.0			
2-2	Airway LAB	2.0			
2-3	Evaluation	1.0			
3-1	Scene Size-Up	0.5			
3-2	Initial Assessment	1.0			
3-3	Focused History and Physical: Trauma	4.0			
3-4	Focused History and Physical: Medical	2.0			
3-5	Detailed Physical Exam	1.0			
3-6	On-Going Assessment	1.0			
3-7	Communications	1.0			
3-8	Documentation	1.5			
3-9	Patient Assessment LAB	8.0			
3-10	Evaluation	1.0			
4-1	General Pharmacology	1.0			
4-2	Respiratory emergencies	2.5			
4-3	Cardiovascular Emergencies	7.0			
4-4	Diabetic Emergencies/Altered Mental Status	2.0			
4-5	Allergies	2.0			
4-6	Poisoning/Overdose	2.0			
4-7	Environmental Emergencies	2.0			
4-8	Behavioral Emergencies	1.5			
4-9	Obstetrics	2.0			
4-10	Medical/Behavioral/Obstetrics LAB	8.0			
4-11	Evaluation	1.0			
5-1	Bleeding and Shock	2.0			
5-2	Soft Tissue Injuries	2.0			
5-3	Musculoskeletal Care	4.0			
5-4	Injuries to the Head and Spine	4.0			
5-5	Trauma LAB	6.0			
5-8	Evaluation	1.0			
6-1	Infants and Children	3.0			
6-2	Infants and Children LAB	3.0			
6-3	Evaluation	1.0			
7-1	Ambulance Operations	1.0			
7-2	Gaining Access	1.0			
7-3	Overviews	2.0			
7-4	Evaluation	1.0			
	Final Written Evaluation	2.0			

	Final Practical Evaluation	5.0			
	TOTAL	110			

**U.S. DOT EMT-B Refresher National Standard Curricula
Sample Course Outline**

Module	Title	Required Hrs	Scheduled Hrs	Scheduled Date	Scheduled Hours
1	Preparatory	1			
2	Airway	2			
3	Patient Assessment	3			
4	Medical / Behavioral	4			
5	Trauma	4			
6	Obstetrics, Infants, and Children	2			
	Elective Hours	8			
	TOTAL	24			
	Other Hours				

**Trauma AIMS Hour Requirements
Sample Course Outline**

Lesson	Didactic	Practical Exercise
Administrative	1	0
Patient Assessment and Initial Management	4	5
Emergency Pharmacology	2	4
Advanced Airway Management and Ventilation	9	9
Fluids and Shock	15	8
Written Exam	1	0
Written Exam Review	2	0
Written Exam Re-Test	1	0
Graded Practical Skills	0	8
Sub Totals	35	34
Course Total	69 Hours	

Textbooks, Instructor Guide, Test Generator, and all other printed resources:
(Photocopies of all textbook resources are required, or a MFR which lists all resources.
If resource materials are listed using this method, it must be in memorandum format.)

Blesdoe, B. E., Cherry, R. A., & Porter, R. S. (1998). *Brady: Intermediate emergency care* (2nd ed.). Upper Saddle River, NJ: Prentice Hall

Blesdoe, B. E., Cherry, R. A., & Porter, R. S. (1998). *Brady: Workbook intermediate emergency care* (2nd ed). Upper Saddle River, NJ: Prentice Hall

Blesdoe, B. E., Cherry, R. A., & Porter, R. S. (1998). *Brady: Instructor's resource manual intermediate emergency care* (2nd ed). Upper Saddle River, NJ: Prentice Hall

Limmer, D., Elling, B., & O'Keefe, M. F. (2001). *Essentials of emergency care refresher for EMT-B* (3rd ed.). Upper Saddle River, NJ: Prentice Hall

Limmer, D., Elling, B., & O'Keefe, M. F.(2002). *Brady: Instructor's resource manual essentials of emergency care refresher for EMT-B* (3rd ed.). Upper Saddle River, NJ: Prentice Hall

Browner, B., Jacobs, L, & Pollack, A. (1998) *AAOS: Emergency Care and Transportation of the Sick and Injured* (8th ed.). Sudbury, MA: Jones and Bartlett Publisher

Browner, B., Jacobs, L, & Pollack, A. (1998) *AAOS: Emergency Care and Transportation of the Sick and Injured, student workbook* (8th ed.). Sudbury, MA: Jones and Bartlett Publisher

Browner, B., Jacobs, L, & Pollack, A. (1998) *AAOS: Emergency Care and Transportation of the Sick and Injured* (8th ed.) *Power Point* CD-ROM. Sudbury, MA: Jones and Bartlett Publisher

McSwain, N., Frame, S., & Salomone, J. (2005) *PHTLS: Basic and Advanced Prehospital Trauma Life Support Military Edition* (5th ed.). St. Louis, MO: Mosby, Inc

EMT-Basic

Practical Examination Users Guide

Item Description		Quantity	Verified	Location
RESUSCITATOR HAND OPR	BAG VALVE MASK	6 EA		Forward Support Battalion
SCISSORS BANDAGE 7.25"		6 EA		
SPHYGMOMANOMETER		6 EA		
SPINBRD LNG 18X72/3/4"		6 EA		
SPLINT FNGR 18X.75"		12 EA		
SPLINT TRACTION-EXTRI	REEL/HARE TRACTION	6 EA		
SPLINT UNIV 36X4.5"		12 EA		
SPONGE SURG 4X4		1 BOX		
STERILE WATER		1 BOX		
STETHOSCOPE ADULT SZ		6 EA		
STRAP WEB SEC LOCK OD	LITTER STRAPS	24 EA		
SUCTION APPAR TRACH		6 EA		
SUPPORT CERVICAL COLLAR ASSORTED SIZE	CERVICAL COLLARS	6 EA		
TOURNIQUET ADULT 14X1"		12 EA		
TROUSERS ANTI-SHOCK	PASG	6 EA		
YOKE-ADAPTER FLUSH		6 EA		
FLEXIBLE STRETCHER		2 EA		
HELMET		1 EA		
INFANT CPR MANNIQUIN		2 EA		
ADULT CPR MANNIQUIN		2 EA		
CHILD CPR MANNIQUIN		2 EA		
CHILDBIRTH MANNIQUIN		2 EA		
AED		2 EA		
WHEELED STRETCHER		2 EA		
EXAMINATION GLOVES S,M,LG		3 BOXES		
CHILDBIRTH KITS		6 EA		
TRIAGE TAGS		1 BOX		
PENLIGHTS		6 EA		
THERMOMETERS		6EA		
STETHOSCOPE DUAL HEAD		2 EA		
STAIR CHAIR		2 EA		
SCOOP STRETCHER		2 EA		
TUBE TRACH ASSORTED SIZE	ENDOTRACHEAL TUBE	6 EA		
BASIN WASH STEEL 9QT		6 EA		
FORCEPS TRACH TU ADL	MAGILLS FORCEP	6 EA		

Item Description		Quantity	Verified	
CATHETER & NDL ASSORTED SIZES		72 EA		
INTRAVENOUS INJ SE48S	IV TUBING	6 EA		
LARYNGOSCOPE ASSORTED SIZE		6 EA		
RINGER'S INJ	IV FLUID	72 EA		
SODIUM CHL INJ	IV FLUID	72 EA		
STYLET TRACHEAL TUBE		6 EA		
POVIDONE CLN 4OZ		4CAN		
LUBRICANT SURG 4OZ		6 EA		
NEEDLE HYPO 22GA		1 BOX		
NEEDLE HYPO 18GA		1 BOX		
NEEDLE HYPO 25GA		1 BOX		
SYRINGE HYPO 1CC		1 BOX		
SYRINGE HYPO 3CC		1 BOX		
SYRINGE HYPO 5CC		1 BOX		
SYRINGE HYPO 10CC		1BOX		
INTUBATION MANQ, ADULT		2 EA		
INTUBATION MANQ, CHILD		2 EA		
MOULAGE KIT		3 EA		
IV ARMS KIT		2 EA		
PHYSICIANS DESK REFERENCE		1 EA		
SODIUM CHL INJ 0.95 10ML		1 BOX		
V-VAC CATHETERS		12 EA		
V-VAC ADAPTERTIPS		12 EA		
TAPE		BOX		
COMBITUBE DOUBLE LUMEN	OPTIONAL	1		
COMBITUBE TRAINER	OPTIONAL	2		
NITROGLYCERIN		6 EA		
ALBUTEROL		6 EA		
ASPIRIN		6 EA		
ATROPINE SULFATE		6 EA		
EPINEPHRINE		6 EA		
D50		6 EA		
GLUCAGON		6 EA		
NARCAN		6 EA		

Item Description		Quantity	Verified	
SODIUM BICARBONATE		6 EA		
SYRUP OF IPECAC		6 EA		
ACTIVATED CHARCOAL		6 EA		
GLUCOSE TUBES		6 EA		
HAND HEL INHALER FOR TRNG PURPOSES		6 EA		
EPINEPHRINE AUTO INJECTOR TRAINER		6 EA		
THIAMINE		6 EA		
BLANKETS		6 EA		
WATCH		6 EA		
STERILE DRESSINGS		BOX		
STERILE BANDAGES		BOX		
TRIANGULAR BANDAGES	CRAVATS	BOX		
OCCLUSIVE DRESSINGS		BOX		
ROLLER BANDAGES	ACE WRAPS	BOX		
BURN SHEETS		6 EA		
AIR SPLINTS	OPTIONAL			
SHARPS CONTAINERS		6 EA		
02 TANK WITH REGULATOR		6 EA		
ORAL AIRWAYS	ASSORTED SIZES	6 OF EA		
NASAL AIRWAYS	ASSORTED SIZES	6 OF EA		
POCKET MASKS		6 EA		
NASAL CANNULAS		6 EA		
NON-REBREATHER MASK		6 EA		
PORTABLE SUCTION WITH TONSIL TIP		6 EA		
JET VENTILATOR		1 EA		
NEEDLE CRICOTHYROTOMY TRAY				
END TITLE CO2 DETECTOR				
ESOPHAGEAL DETECTOR DEVICE				
EOA		6 EA		
EGTA		6 EA		
PTL AIRWAY		6 EA		
ETC AIRWAY		6 EA		
ESOPHAGEAL DETECTOR DEVICE		6 EA		

Item Description		Quantity	Verified	
INTERMEDIATE EMERGENCY CARE	TRAUMA AIMS	6		
INTERMEDIATE EMERGENCY CARE WK BOOK	TRAUMA AIMS	6		
INTERMEDIATE CARE INSTRUCTORS REF	TRAUMA AIMS	1		
INTERMEDIATE CARE TEST MANAGER	TRAUMA AIMS	0		
AAOS CARE AND TRANSPORTATION OF THE SICK AND INJURED (8TH ED.)	EMT	5		
AAOS CARE AND TRANSPORTATION OF THE SICK AND INJURED (8TH ED.) WK BOOK	EMT	5		
AAOS CARE AND TRANSPORTATION OF THE SICK AND INJURED (8TH ED.) INST RES MAN	EMT	1		
AAOS CARE AND TRANSPORTATION OF THE SICK AND INJURED (8TH ED.) PP SLIDES	EMT	1		
AAOS CARE AND TRANSPORTATION OF THE SICK AND INJURED (8TH ED.) TEST KIT	EMT	1		
PHTLS 5 th ED	PHTLS	4		
OVERHEAD PROJECTOR				
COMPUTER WITH PROJECTOR		1 EA		
PROJECTOR SCREEN		1 EA		
TV/VCR/DVD		2 EA		
DRY ERASE BOARD		2 EA		
BRADY EMERGENCY CARE 9 TH ED	EMT REFRESEHR	0		
BRADY EMER CARE 9 TH ED WK BOOK	EMT REFRESEHR	0		
BRADY EMER CARE 9 TH ED INST RES MAN	EMT REFRESEHR	0		
BRADY EMER CARE 9 TH ED PP SLIDES	EMT REFRESEHR	0		
BRADY EMER CARE 9 TH ED TEST MANAGER	EMT REFRESEHR	0		

Memorandum of Agreement for Clinical Rotations of EMT-B Students

Due to the complexity of these MOA's depending on the location of the facility, military vs civilian facility, there will not be an example provided. All MOA's for clinical rotations must include the involvement of your responsible Army JAG office to ensure the legalities of the document / agreement.

Please contact the US Army EMS office if you require assistance in this area.

DANTES Test Control Officer Memorandum of Agreement (This is the only authorized format.)

2 February 2005

MEMORANDUM FOR US Army EMT Program Manager

SUBJECT: DANTES Test Control Officer, Memorandum of Agreement for NREMT-Basic Written Exam

1. It has been agreed upon between **SFC Joe Davis, Course Coordinator** for EMT-Basic at Site **Am-000**, and **Mr JOHN DOE, Ft Stewart, Georgia DANTES Test Control Officer** (TCO) that Mr DOE will administer the NREMT-Basic Written Exam for the above mentioned 91W Transition Training sites.
2. Mr DOE will be contacted by the Course Coordinator no later than 30 days prior to the requested exam date to schedule the exam time and location. It is understood that only a qualified Examination Officer is eligible to administer this exam. At no time will any instructor of any training program be allowed to handle, review, or transport NREMT exams. Assistant proctors if needed will be coordinated by the Course Coordinator with Mr DOE prior to the scheduled exam date.
3. Mr DOE has agreed to administer the NREMT-Basic Written Exam at the classroom location. Due to the numbers of soldiers testing each class it is not always feasible to transport the soldiers to the Education Center. If an alternate location is to be used this information must be declared in the remarks section of the Course Approval Request. **(Need the actual location of written exam.)**
4. The NREMT Written Exams will be handled with strict security at all times. Prior to, during, and anytime after the administration of this exam that Mr DOE or any member of his testing staff have reason to believe that any compromise of the NREMT examination booklet(s) has occurred, he will notify the Course Coordinator and the Medical Director immediately. The US Army EMS Programs Management office **MUST** be contacted as well. After these notifications have been made, the NREMT will then be notified. Upon completion of a full investigation, a final report will be provided to the NREMT.
5. At all times while in possession of and during administration of the exam, Mr DOE and any assistant staff members will strictly adhere to the rules and policies of the NREMT regarding testing of personnel for the NREMT. Signing this agreement verifies that the TCO, Exam Coordinator, and proctors have been provided the NREMT Examination Coordinator's Manual and have read and understand all requirements.

6. Examination booklets will be shipped to the following address:

Exam Location: (Shipping Address)
Army Education Center
ATTN: JOHN DOE
472 Cramer Avenue, Suite 101
Fort Stewart, Georgia 31314-5056

Mr DOE may be contacted at:
(912)767-8331
JOHN.DOE@stewart.army.mil

7. The examination booklets, applications, exam answer sheets, check/money orders or OTSG Funding Fee Request form will be returned to the NREMT in one bulk package by the TCO.
8. The TCO will complete the following checks prior to allowing a student to begin the written exam:
- Check picture ID against the name appearing on the application.
 - Check the application to ensure all blocks are completed as required.
 - Verify that all required signatures are present. **Only the appointed Course Coordinator and Medical Director are authorized to sign any of the verification blocks on the NREMT application. Applications not meeting this requirement will be denied the opportunity to take the exam until the corrections are made. If exceptions are made by the TCO and the candidate is in fact not eligible, the TCO will be held responsible for allowing an ineligible candidate to sit for the exam.**
 - Verify CPR card is valid. (not expired)
 - Ensure if payment is required by the individual, it is presented prior to testing beginning.
9. If you have any questions or comments, please contact either of the undersigned. Any discrepancies will be reported promptly to the US Army EMT Program Manager at (210) 221-5214 or DSN 417-5214

JOHN DOE
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Ft Stewart Ed Center
Phone Number

JOE DAVIS
COURSE COORDINATOR
UNIT
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JERRY RICE
MEDICAL DIRECTOR
UNIT
Phone Number